



**Office of  
General Services**

NEW YORK STATE OFFICE OF GENERAL SERVICES  
The Governor Nelson A. Rockefeller Empire State Plaza  
Convention Center Office, Concourse Level Room 130  
Albany, New York 12242  
Telephone: (518) 474-0558 | Fax: (518) 473-2190

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**EXHIBITOR ENTRY FORM**

Michael Snyder, Convention Center Coordinator  
Telephone: 518-486-1873 | Fax: 518-473-2190 | [michael.snyder@ogs.ny.gov](mailto:michael.snyder@ogs.ny.gov)

Completion of this form is required to ensure your delivery/pickup is scheduled with the Empire State Plaza Mail and Freight Security Unit. **All deliveries and unloading of event materials must take place at P1 North Loading Dock A prior to parking.** Vehicles attempting entry without prior authorization will NOT be allowed access. **48 hours notice is required. Failure to comply with this policy may result in a fee to you or your organization. If your company has more than one driver, please submit additional forms.** Please return this form to the Convention Center Coordinator via email, fax or address shown above.

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PLEASE TYPE OR PRINT ALL INFORMATION CLEARLY AND PRECISELY  
THIS FORM MAY NOT BE ALTERED – THANK YOU FOR YOUR COOPERATION

<b>Event Name:</b>	<b>Event Date(s):</b>
<b>Show Coordinator:</b>	<b>Phone NO:</b>
<b>Exhibitor Business Name:</b>	<b>Phone No:</b>
<b>Exhibitor Email:</b>	
<b>Delivery Company Name:</b>	<b>Phone No:</b>
<b>Description of Freight:</b>	
<b>Date of Delivery:</b>	<b>Delivery Time:</b>
<b>Return Pickup Date:</b>	<b>Pickup Time:</b>
<b><u>EXACTLY AS IT APPEARS ON DRIVER'S LICENSE</u></b>	
<b>Driver's Name:</b>	<b>Driver's Cell Phone:</b>
<b>Driver's License ID Number:</b>	<b>Driver State of Origin:</b>
<b>Vehicle Plate Number:</b>	<b>State of Vehicle Registration:</b>
<b>Trailer Plate Number (if applicable):</b>	<b>State of Trailer Registration:</b>
<b>Is your vehicle over 6'6" in height?</b>	